

**DELAWARE CRIMINAL JUSTICE INFORMATION SYSTEM
CRIMINAL JUSTICE USERS GROUP
MEETING MINUTES
MONDAY DECEMBER 11, 2017**

The DELJIS Criminal Justice Users Group was held at Dover Police Department located at the Dover Police Department Public Assembly Room 400 South Queen Street, Dover, DE. Ms. Bell called the meeting to order at approximately 10:05 a.m.

Those in attendance included:

Peggy Bell	DELJIS	Robert Fox	State Fire Marshal
Alyssa Huenke	DELJIS	Chris Chandler	UDPD
Lynn Gedney	DELJIS	Gregg Shelton	Elsmere PD
David Elwood	DELJIS	Robert Abbott	NCCPD
Marian Bhate	ODS	Durk Lee	DTI
Mary Beth Devine	WPD	Mark Justice	DSP Troop 5
Ava Carcieri	Family Court	Tammy Hyland	DSP DIAC
Andrew Rubin	Newark PD	Karen Hudson	Dover PD
Jeff Gates	UDPD	Chris Menge	Dover PD
Susan Hearn	NCC Superior Court	Charlotte Walsh	JP Court
Lisa Gonzalez	NCC Superior Court	Tracy Henderson	WPD
Ben Parsons	DSP/SBI	Megan Hazzard	DSP Troop 1
Lisa Seymour	DSP/SBI	Tim Hamlett	DNREC ECU
Mary Sheppard	DSP/SBI	Ed Huey	Milford PD
Renee Rigby	DSP		

I. REVIEW OF MEETING MINUTES

A motion was made by Ms. Seymour to approve the October 2017 DELJIS CJ Users Group meeting minutes and seconded by Lt. Shelton. All approved. Motion carried.

II. REVIEW OF AUTOMATED SYSTEM USAGE

Ms. Bell referenced Attachment B in the meeting handouts and reviewed the automated system usage statistics report with the attendees. She emphasized that the old LEISS will be decommissioned on January 1, 2018 with the exception of all records users.

III. DISCUSSION ITEMS

- a. Review of DELJIS Status Report - Ms. Bell reviewed the DELJIS Project Status Report with the attendees, referring to Attachment C in the meeting handouts. Ms. Bell discussed the addition of new projects and purposes of same. She provided detailed status updates on projects that have not yet been completed. Ms. Bell

noted that the first page of the Project Status Report gives a breakdown of data cleanup that DELJIS has been working on throughout the year.

Ms. Bell advised that there is a new project involving the Office of Defense Services. The project is geared toward improving videophone warrant procedures by creating a way to electronically sign the warrants. This would eliminate the need to fax copies of the warrants to obtain the necessary signatures. There was a question about whether or not the officer will be notified where the warrant is sent. Ms. Bell replied that the warrants will always go to JP Court 2 and then be referred to an available judge for approval. She stated the approving judge could be at another court to reduce time between warrant submission and approval. There was a question regarding what to do with the signed defendant history that officers fax to the court. Ms. Bell advised that this is the first time that has been brought up, but she will follow up. There was a question about whether or not arrest processing in LEISS should allow officers to update the defendant's information like the manual arrest processing in CJIS does. Ms. Bell advised that she will have the arrest processing in LEISS tested to make sure it is allowing officers to do so, and if it is not it will be fixed. Ms. Bhate asked if there were any other documents that need to be signed and faxed during the videophone warrant submissions. Officers in attendance stated they typically end up faxing the charging documents, the defendant history, no contact orders, and bail conditions when applicable. Ms. Bhate and Ms. Bell advised that the end goal is to use a signature pad in police departments for defendant signatures in order to eliminate all faxing. Ms. Bell stressed that this is still the first phase of the project and that all of the changes will take a long period of time to develop, test, and implement.

- b. NIBRS – Ms. Sheppard stated she has submitted NIBRS data to the FBI through the end of October. She is submitting the data monthly per request of the FBI.
- c. LEISS – Ms. Bell advised that the newest request for a change in LEISS she has received deals with NarCan. She stated that it has been brought to her attention that there are a number of forms required to be filled out when NarCan is administered. Ms. Bell asked if it would be easier for the law enforcement officers completing NarCan forms required by the Division of Forensic Science, if the form is automated in LEISS. She advised that this would eliminate scanning and sending the document and allow the Division of Forensic Science to obtain the completed form themselves. Attendees stated having the form automated in LEISS would be very beneficial and efficient.

A situation was brought up where an officer was completing a report to do a warrant and the suspect already had a hard SBI number, however the race on the SBI record was listed as unknown. The officer was unable to copy the suspect to the warrant because the race was listed as unknown. As a work around, the officer created a temporary SBI number for the suspect and then contacted SBI to have the temporary SBI number merged into the hard number. Ms. Bell advised that DELJIS will test the scenario and fix same.

Another concern that was brought up was an instance when an officer completed a vehicle report, and when the report was returned for corrections, the vehicle information was no longer listed on the report. Again, Ms. Bell advised that DELJIS will test and fix same if there is an issue.

- d. E-Ticket/E-Crash – Ms. Bell stated a problem with E-Ticket had been discovered and is now fixed. The problem resulted when an officer created a ticket with a speeding charge, but then decided to delete the speeding charge and charge the driver with a civil cellphone violation. When the speeding charge was deleted, the speed information remained on the ticket with the civil cellphone violation.

Ms. Bell also stated that there is some discussion going on between DELJIS, the Court, and DOJ as to whether or not a second offense violation can be charged by an officer or if it can only be determined by the Court. Ms. Bell added that initially DELJIS was advised the charging officer could not make the decision to charge a second offense on a traffic stop.

- e. Roll Out/Decommission Old LEISS – Ms. Bell emphasized again that come January 2018, police departments will not be able to utilize the old LEISS, with the exception of records users.

Questions/Comments

There was a question about E-Tickets not being sworn to and getting dismissed. A situation was described when a defendant receives an E-Ticket, requests a court appearance a short time later, and then does not appear for the court date. In turn, a failure to appear would typically be issued, but because the ticket was not yet sworn to, the failure to appear cannot be issued. Ms. Bell brought up previous discussions she has had with the courts and police departments regarding the policies dealing with swearing to tickets. She advised that each JP Court has a clerk that can access the electronic swearing for E-Tickets. Ms. Walsh and Ms. Bell engaged in a conversation about which clerks have access to electronic swearing and whether or not all clerks should have that available or not. Ms. Bell advised that she would follow up on the current clerks that have access and will contact Ms. Walsh to verify the list is accurate.

IV. NEW BUSINESS

Bringing up two factor authentication, there was a question about new recruits in the academy and when they are issued a token and who initiates that process. Ms. Bell advised that once an individual is sent to the academy, DELJIS knows to set up the user's ACF2 account and email account. She assumes that while these other accounts are created, DELJIS will issue a token for the recruits, however she needs to follow up and confirm. Ms. Bell added that the new token roll out has been delayed, and that DELJIS is working to get the new tokens issued as quickly as possible. She stated the original target date was January 2018, but has been pushed back to February 2018. When questioned about whether or not users can

have the Entrust Application on two cellular devices, Ms. Bell stated they could only have the application on one device. She advised that whether an individual uses a hard token or the Entrust application is determined by personal preference or by agency policy, but users may not have both – a hard token and the mobile application. Ms. Bell concluded by stating procedures of how to obtain a new token immediately in the event of something happening after normal business hours that inhibits the token's functionality are currently being discussed. She recognized that situations may occur during an overnight or weekend shift and a token could break, and the officer would need a replacement as soon as possible. Ms. Bell stated she does not believe waiting until the next business day is an acceptable resolution in such cases.

V. PUBLIC COMMENT

There was no public comment.

VI. ADJOURNMENT

A motion was made by Ms. Seymour to adjourn the meeting and seconded by Lt. Shelton at approximately 11:18 a.m.